

JOB DESCRIPTION: **ENGINEERING TECHNICIAN 1**DATE: **11/19/2019**

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Public Works	CLASSIFICATION:	415
SUPERVISOR:	Asst. Director, Public Works	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 697

GENERAL STATEMENT OF DUTIES: Perform a variety of para-professional engineering field, shop, and/or office work in support of public works engineering and maintenance programs and projects. Under supervision, provide technical assistance to department personnel and direction to contractors, consultants, developers, and the public regarding County standards, public right-of-way management, and applicable laws, rules, and regulations. Under guidance, perform field engineering work involving surveying, inspections, construction observation, road-related permitting, environmental permitting, pavement management, project management, and construction administration as requested. This is the entry level class in the paraprofessional Engineering Technician series established with the intent for the employee filling this position to learn quickly and effectively in order to be able to advance to the higher level class within an acceptable period of time. The Engineering Technician 1 is distinguished from Engineering Technician 2 in that an Engineering Technician 1 performs routine duties with a greater degree of supervision. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Perform designated shop and office duties as may be required for specific jobs such as using computer-aided drafting, project tracking, preparing and interpreting plans for construction, interpreting a variety of maps and drawings and/or preparing accident diagrams.

Participate in the collection of survey and mapping data.

Review, coordinate, and approve right-of-way permit applications related to infrastructure, utilities, drainage and traffic control plans for conformance to applicable standards and ordinances related to public and private projects.

Review and prepare legal descriptions related to right-of-way, grant deeds, and lot line changes.

Prepare a variety of maps and exhibits for decision making bodies like the Transportation Roads Advisory Committee, the Board of County Commissioners, and other occasional meetings.

Perform construction inspection of public improvement and capital improvement projects.

Participate in traffic studies including manual counts, speed surveys, and the collection and analysis of other traffic related duties.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the direction supervision of the Assistant Public Works Director who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to an Associate's degree with major course work in engineering or surveying technology, constructions management or related field. At least two years work, intern or work study experience related to engineering. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable at hire.

KNOWLEDGE, SKILL AND ABILITY: Basic knowledge of civil engineering, surveying and drafting principles, practices and procedures as applied to roads, bridges, traffic controls, and facilities. Basic knowledge of laws, rules, codes, regulations and ordinances related to engineering and surveying projects. Knowledge of materials, methods and equipment used in construction related to roads, bridges and facilities. Knowledge of traffic engineering fundamentals. Basic knowledge of the laws and rules governing the safe operation of all construction and maintenance equipment. Familiarity with ability to use computers systems, general business software programs, such as word processing and spreadsheets, and computer aided design programs.

Ability to prepare, assemble and produce clear and detailed cost and progress reports. Ability to communicate effectively both verbally and in writing. Ability to enforce all laws, regulations, ordinances and standards consistently to ensure maximum compliance and to protect the public health and safety. Ability to act effectively and decisively in emergency situations. Ability to perform detailed work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to prioritize and accomplish quickly and efficiently a large number of diverse tasks. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

SPECIAL LICENSES, CERTIFICATIONS, ETC: Possession of a valid driver's license with an acceptable driving record.

NECESSARY SPECIAL QUALIFICATIONS: Must pass a pre-employment drug and alcohol screen and any pre-employment physical examination required by the County and comply with the County's Fitness for Duty Policy.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc. and occasionally lifting up to 100 pounds and/or moving equipment which may weigh 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, including unimproved areas, and exposure to all weather conditions, including extremes of hot and cold and wet weather. Travel is necessary, requiring the operation of a motor vehicle, often to remote areas. The employee may be required to travel at night time or on weekends or in inclement weather.